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COME WORK (*AND PLAY*) IN BIG SKY COUNTRY! AT THE MONTANA SCHOOL FOR THE DEAF AND THE BLIND

DEPARTMENT: Student Services

POSITION TITLE: Administrative Clerk – Cottage Secretary

STARTING SALARY: \$9.857

BENEFITS: Full Insurance Package

JOB LOCATION: Montana School for the Deaf and the Blind

STATUS: Permanent, Full-time

SUPPLEMENT REQUIRED: No

POSITION NUMBER: 51303622

BARGAINING UNIT:

CLOSING DATE: first application review – December 18, 2015 then open until filled

TYPICAL DUTIES:

Provides Administrative Services for the Residential Program, the Dean of Students, Supervising Counselor and Director of Health Services at the Montana School for the Deaf and the Blind. The predominant duties of this position involve a variety of assignments ranging from routine to diverse. The incumbent provides a range of duties including operating a multi-line switchboard for the entire campus, research and preparation of purchases for the Residential Program, preparing documents such as monthly menu's, and monthly travel letters to parents. These duties also require skill in establishing and maintaining effective working relationships with members of the public, staff, students, parents, other constituents and have the knowledge to use sign language to communicate with the deaf population in the work environment.

This position requires versatility, the ability to analyze, evaluate and determine which verbal or written contacts are priorities, which demand attention of the Dean of Students, Supervision Counselor or other administrators while maintaining the confidentiality of students, parents and staff.

Detailed Job Description available upon request.

QUALIFICATIONS: High School Diploma or equivalency is required. Knowledge of general office procedures, telephone communication, word processing duties and general organizational skills. Must possess the skill to comprehend written, signed and oral instructions. Must be able to successfully deal with stressful situations and perform multiple tasks with a multitude of interruptions. Hours are afternoon and evening hours. August thru June, summers off. Other combinations of education and experience which could provide this knowledge, skills and abilities will be evaluated on an individual basis.

ACCOMMODATIONS: The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

While performing the duties of this job, the employee is regularly required to walk, sit, reach with hands and arms, stoop and kneel.. The employee is regularly required to use sign language to communicate with students and staff and occasionally required to utilize computer keyboards both of which may result in the repetitive motion of hands and arms. The employee must have a valid driver's license and must clear a fingerprint background check with no felony convictions prior to first day of employment. The employee must occasional lift and/or move up to 50 pounds. Work requires expression or exchange of ideas and the ability to receive detailed information. Must work cooperatively with other program staff. Position requires working evening shifts. The work environment consists of an 18 acre campus with four buildings housing the education program and three buildings housing the residential program.

The physical demands and work environment characteristics described must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate will be required to have or learn basic sign language skills to communicate with deaf staff and students. New employees hired after July 1, 2012 must meet the requirements of MSDB Policy 5124 Employee Sign Language Skills and will be evaluated through the Sign Language Proficiency Interview. New employees to this position must meet the Target Skill level Standard of "Survival" within 3 years of the date of hire.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

INQUIRIES AND REQUEST FOR APPLICATION:

**Montana School for the Deaf and the Blind
3911 Central Ave
Great Falls, MT 59405
406-771-6000**

APPLICATION: <https://jobs.mt.gov/>

An Affirmative action/Equal Opportunity Employer

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000